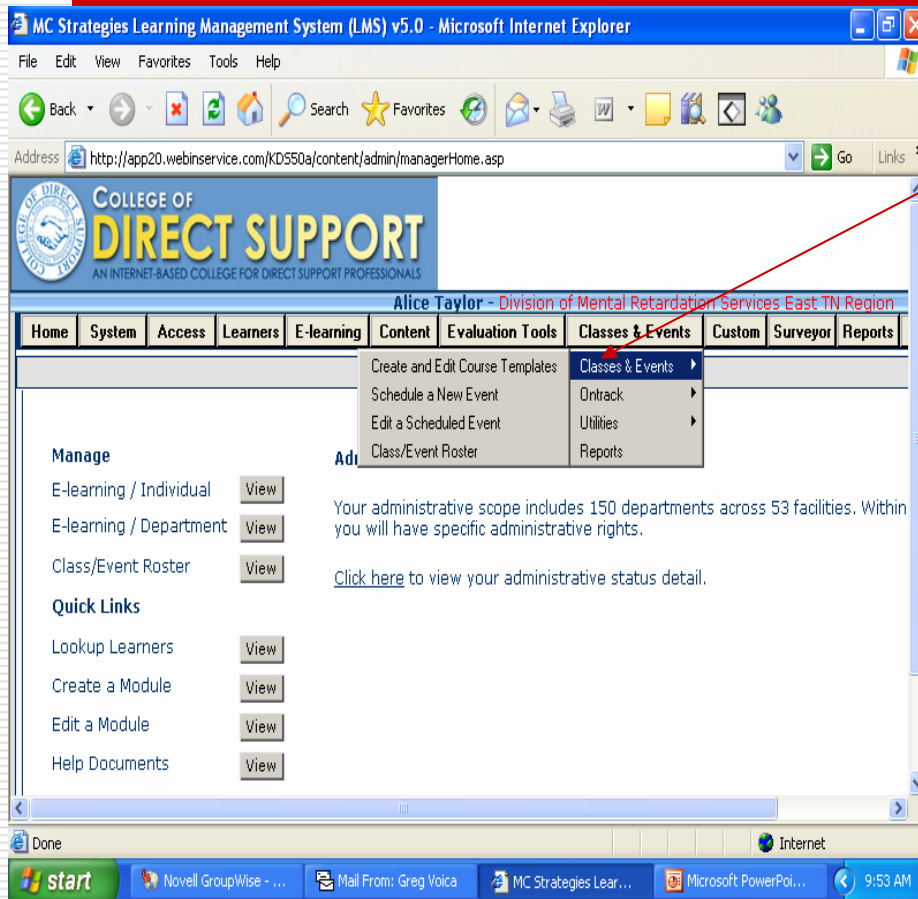


# College of Direct Support Learner Transcript

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**Instructions for adding First Aid, CPR,  
Medication Administration or any other  
class to the Learner's CDS Training  
Transcript (8/08)**

# Classes and Events

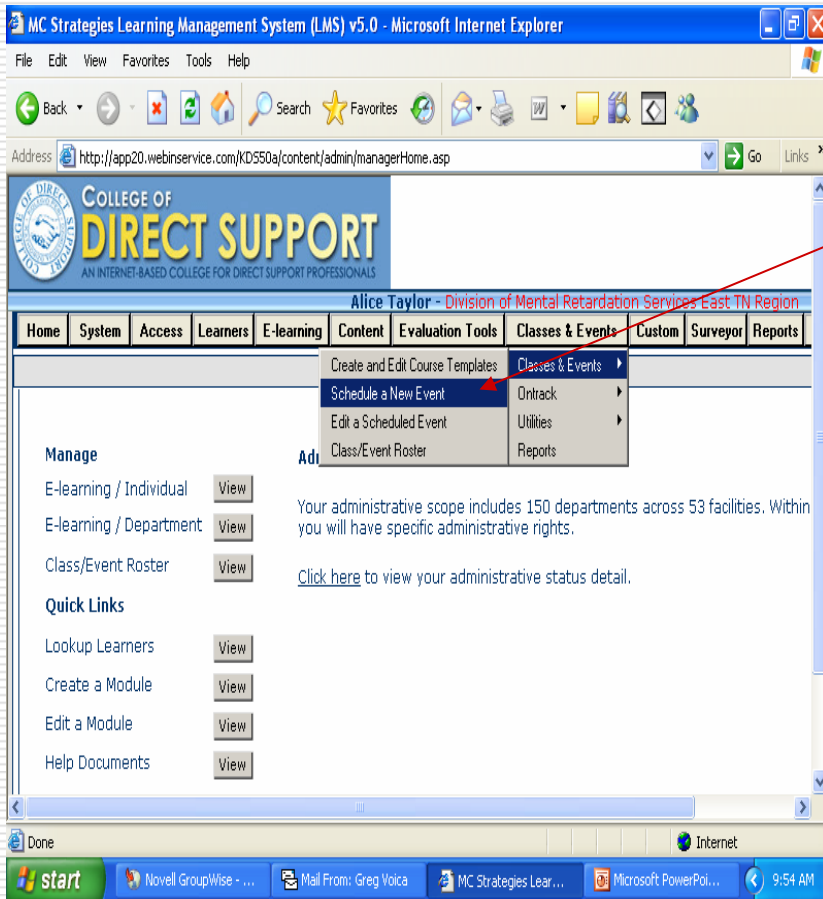


Click on “Classes and Events” tab

A drop down box will appear – select “classes and events”

# Classes and Events

- Select “schedule new event” in the second box that is displayed.



# Classes and Events

MC Strategies Learning Management System (LMS) v5.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://app20.webinerservice.com/KD550a/content/eventsmanager/classroomNewEventUI.asp?sch=&sch2=&fac=

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Home System Access Learners E-learning Content Evaluation Tools **Classes & Events** Custom Surveyor Reports

**Classes & Events - Schedule New Event**

Classes/Events are created from course templates. To select a course template to create your class/event, enter the code and/or a course name for the template you want to use. Click **Search** to list course templates matching your specification the one you want by clicking the course code for that course.

You may use partial criteria for your search. For example, entering 'ACLS' in the course name would find all courses beginning with ACLS.

Course code:

Course name:

Facilities:

Course Code	Course Name	Description
<a href="#">FALLS</a>	Falls: Prevention and Causes	
<a href="#">First Aid</a>	American Red Cross - First Aid	

http://app20.webinerservice.com/KD550a/content/eventsmanager/classroomScheduler.asp?ec=61

start Novell GroupWise - ... Mail From: Greg Voica MC Strategies Lear... Microsoft PowerPoi... 9:56 AM

- ☐ A query box will be displayed- (see area within the black box)
- ☐ Type the course name "Medication, CPR or First Aid"
- ☐ Click on the Search button
- ☐ Make sure you have "All" facilities being searched

# Classes and Events

MC Strategies Learning Management System (LMS) v5.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Window

Address http://app20.webservice.com/KDS50a/content/eventsmanager/classroomNewEventUIT.asp?sch=8sch2=8fac= Go Links »

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You may use partial criteria for your search. For example, entering 'ACLS' in the course name would find all courses beginning with ACLS.

Course code: F

Course name: Facilities: All Search

Course Code	Course Name	Description
<a href="#">FALLS</a>	Falls: Prevention and Causes	
<a href="#">First Aid</a>	American Red Cross - First Aid	

http://app20.webservice.com/KDS50a/content/eventsmanager/classroomScheduler.asp?ec=61

start Novell GroupWise - ... Mail From: Greg Voica MC Strategies Lear... Microsoft PowerPoi... 9:56 AM

- Your search should then provide the class that matches your request.
- Select the class you wish to add and click on it.

# Classes and Events

MC Strategies Learning Management System (LMS) v5.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://app20.webinerservice.com/KD550a/content/eventsmanager/classroomScheduler.asp?ec=61

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Home System Access Learners E-learning Content Evaluation Tools Classes & Events Custom Surveyor Reports

Classes & Events - Schedule

View Course Create New Event Edit Existing Event Save Event

Event Name: First Aid - American Red Cross - First Aid

Course Information

This event is New - Not Saved

Start Date: (m/d/yy) End Date: (m/d/yy)

Start Time: 12:00 PM End Time: 12:30 PM

Please Note selecting a location for this event does NOT confirm its availability. Please follow standard procedure reserving this room/area.

Location: Training Room Select a Location

Description:

Objectives:

- The next screen will provide you the class information.
- Complete the requested fields
- Click on "Save Event"

# Classes and Events

□ You will then be instructed to enroll learners

MC Strategies Learning Management System (LMS) v5.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://app20.webservice.com/KD550a/content/eventsmanager/classroomScheduler.asp?PageRef=eventsSchedule&systemMer>

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Home System Access Learners E-learning Content Evaluation Tools **Classes & Events** Custom Surveyor Reports Log

**Classes & Events - Schedule**

View Course Create New Event Edit Existing Event Save Event

Event Name: **MedCert0001 - Medication Certification**

Course Information

This event is Active Created: 6/6/2008 10:10:19 AM

Enroll Learners Archive

Start Date: 1/1/2008 (m/d/yy) End Date: 1/1/2008 (m/d/yy)

Start Time: 08:00 AM End Time: 03:45 PM

Please Note selecting a location for this event does NOT confirm its availability. Please follow standard procedures for reserving this room/area.

Location: Conference Room Select a Location

Description:

Done Internet

start Novell GroupWise - ... Mail From: Greg Voica MC Strategies Lear... Microsoft PowerPoi... 10:11 AM

# Classes and Events

MC Strategies Learning Management System (LMS) v5.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://app20.webinerservice.com/KD550a/content/eventsmanager/classroomEnrollManual\\_Enroll.asp?se=198](http://app20.webinerservice.com/KD550a/content/eventsmanager/classroomEnrollManual_Enroll.asp?se=198)

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Classes & Events - Roster: Medication Certification on 1/1/2008

Roster Enroll Resources

Add a New Learner

Locate by:

Name LearnerId Verification Code Group Code Job Code

Facility Dept

Sort Departments by ☐ Dept Code ☐ Dept Name

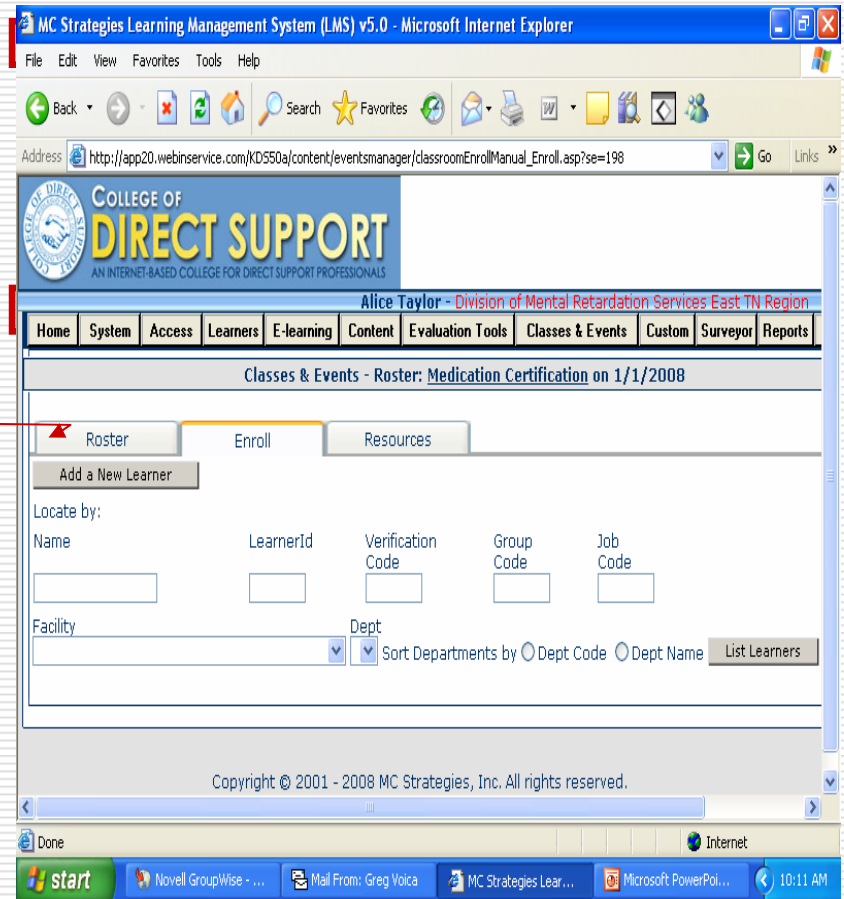
List Learners

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- ❑ Enter the learner's last name and click on "list learners"
- ❑ You will click the box beside the selected learner

# Classes and Events

- ❑ After enrolling each learner in the selected class you will click the tab that says "Roster"
- ❑ This will provide you the list of enrollees you have enrolled in the class



# Classes and Events

- Upon verifying you have all the learners enrolled, click “Complete Event”
- This will then transfer the class information to the learner’s training transcript

